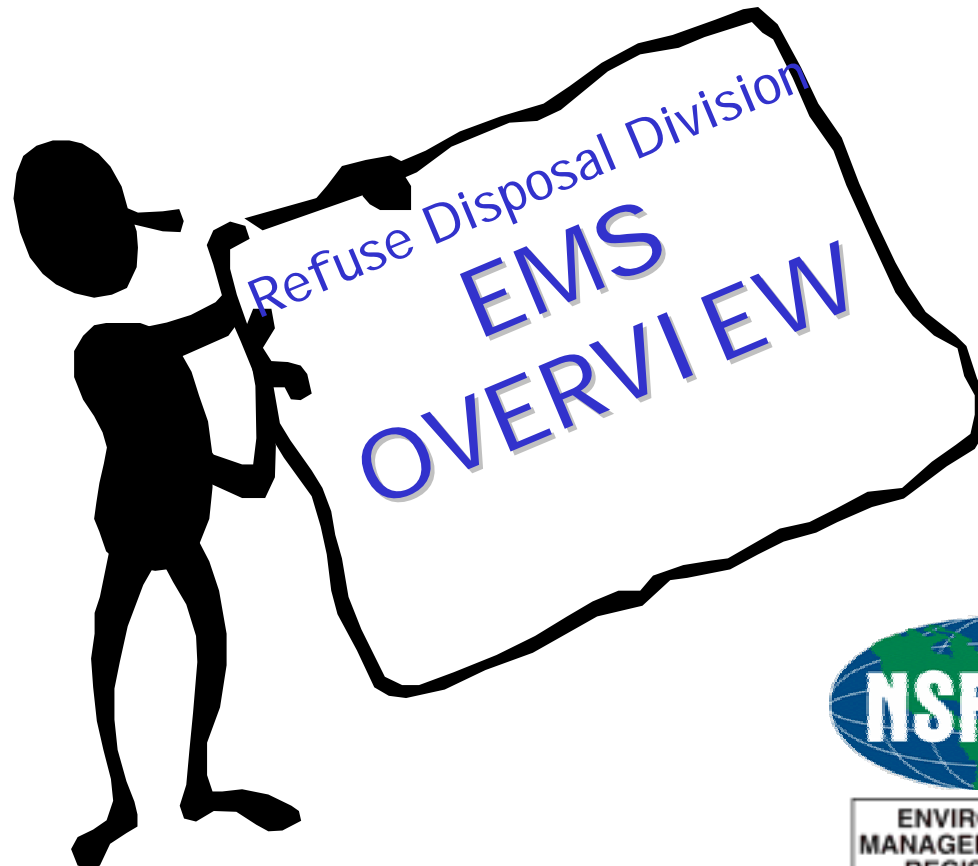




Environmental Management System



ENVIRONMENTAL
MANAGEMENT SYSTEM
REGISTERED TO
ISO 14001:2004



Purpose and Expectation



- Program Purpose - To provide a general awareness of the Refuse Disposal Division's Environmental Management System.

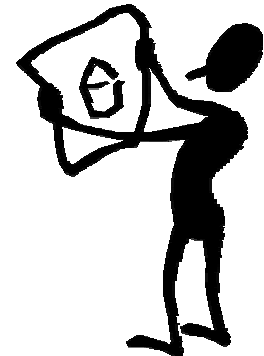


- Our Expectation – For all Refuse Disposal personnel to be able to understand the concepts of ISO 14001 and RDD's EMS in relation to their jobs.

EMS Overview Roadmap



- Environmental Policy - Aspects and Impacts - Objectives, Targets and Programs - Roles, Responsibility and Authority - Control of Documents - Emergency Preparedness and Response - Non Conformance and Corrective and Preventive Action - EMS Audits - ISO 14001 Certification!



What is an EMS?

- The part of RDD's overall management system...for developing, implementing, achieving, reviewing and maintaining the **environmental policy**.
- Allows us to identify **every** point at which our day-to-day operations **impact the environment** (+/-). Determine **if** OR **how** we will optimize or manage/minimize those impacts.





RDD Environmental Policy



- The Refuse Disposal Division of the City of San Diego's Environmental Services Department is entrusted with providing high quality solid waste disposal services for the citizens of San Diego and the greater San Diego metropolitan area. We are dedicated to carrying out this responsibility in a manner that demonstrates true leadership in environmental management while continuing to provide the highest level of service. By implementing and maintaining an Environmental Management System, we are committed to an ongoing effort of promoting environmental responsibility as an organization as well as emphasizing a heightened environmental awareness to all interested parties and stakeholders...



RDD Environmental Policy

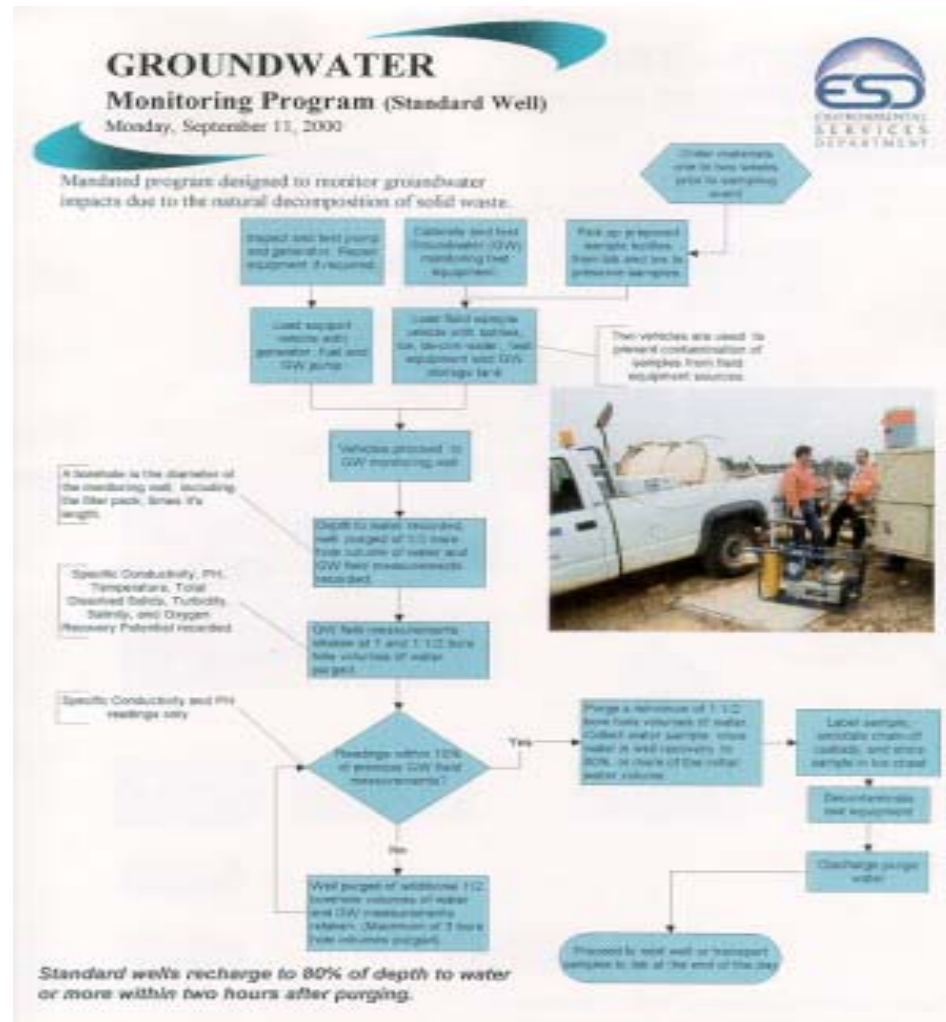
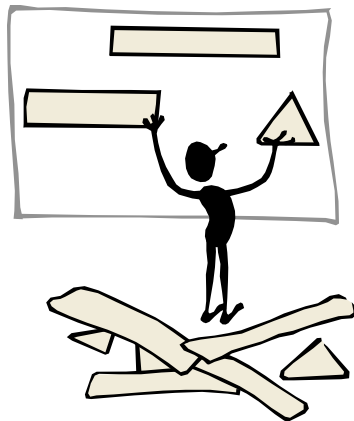


- We will demonstrate our commitment to this policy through:
 - **C**ontinual Improvement – We will continue to seek out ways to improve our environmental performance using this policy as the basis upon which we set our objectives and targets...
 - **P**revention of Pollution – We will identify and prevent or minimize pollution in all areas attributed to our operations, wherever feasible, and
 - **R**egulatory Compliance – We will meet or exceed all applicable regulatory requirements



Process Mapping

■ What we do...





Environmental Aspects

- Element of an activity, product or service that can interact with the environment. For example...
 - Dirt Operation – dust, heavy equipment exhaust emissions
 - Trash Operation – leachate, landfill gas emissions
 - Greens Processing – mulch, compost
 - Fee Booth – vehicle exhaust emissions, leaking oil





Environmental Impacts

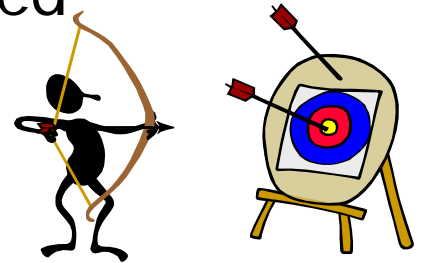
- Environmental Impact –
 - Any change to the environment resulting from an organization's activities, products, or services.
 - Stormwater runoff - surface water contamination
 - Landfill gas emissions – air pollution
 - Heavy equipment exhaust emissions – air pollution
 - Compost, Mulch – soil amendment, erosion control



Objectives and Targets

- Environmental Objective -

- is defined as an overall environmental goal that the Refuse Disposal Division seeks to achieve, based upon its established Environmental Policy.



- Environmental Target -

- is defined as a detailed performance requirement, quantified wherever practical, that arises from an environmental objective and that needs to be set and met in order for the objective to be achieved.

Environmental Management Programs (EMPs)

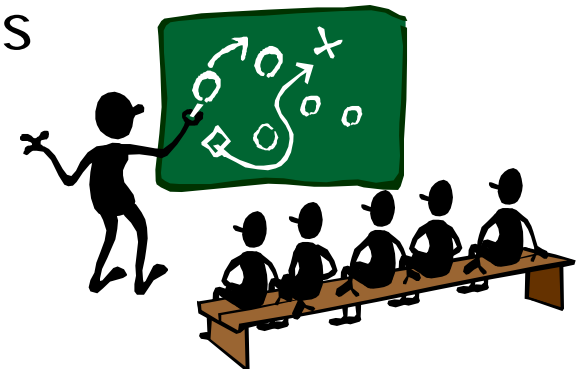


- Environmental Management Programs (EMPs) are structured programs developed by RDD for ensuring that responsibilities are assigned, resources allocated and timeframes are identified to attain the organization's objectives and targets.
- Section Managers are responsible for establishing and maintaining EMPs (within their section).
- EMP progress is also updated monthly on the EMS internet website at <http://www.sandiego.gov/environmental-services/ems/index.shtml>

Structure and Responsibility



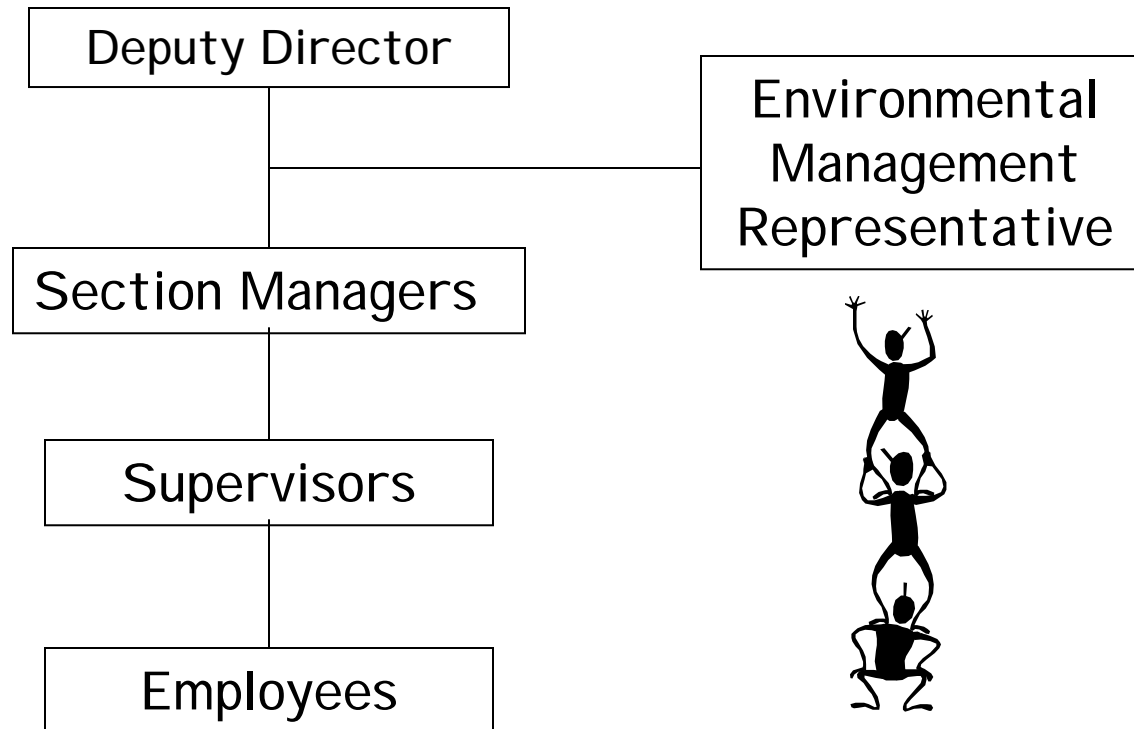
- All RDD employees are responsible for knowing the EMS requirements of their job. These requirements are communicated through various means including:
 - The Deputy Director, Section Managers, and Supervisors
 - Tailgate training, formal training
 - Internal and external EMS audits
 - Internet EMS website



Structure and Responsibility

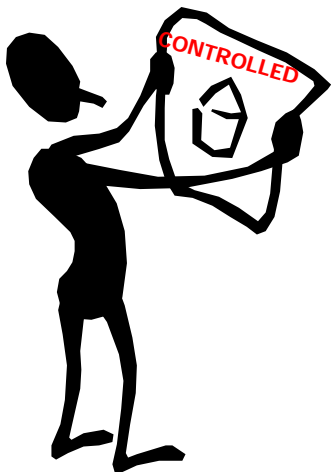


- All members of the RDD organization support the Environmental Management System.



Document Control

- ISO 14001 requires controlling the formal documentation of your EMS.
 - Examples of controlled documents;
 - Environmental Policy
 - Environmental Management Programs (EMPs),
 - Standard Environmental Operating Procedures,
 - EMS Manual, Landfill Ops Manual-SOPs,
 - Objectives and Targets,
 - Significant Aspects, Significance Criteria





Document Control



- Controlled EMS documents are located electronically on the RDD's EMS internet website at;
<http://www.sandiego.gov/environmental-services/ems/index.shtml>
- Controlled EMS documents are also available in hard copy form through the Environmental Management Representative.



Document Control

- Hard copy versions of controlled EMS documents are identified by the word “**Controlled Copy**” stamped in **RED** on the cover or face of the document.
- All controlled hard copies will be issued and tracked via the EMS document distribution system.
- “Copies” of controlled documents will have the words “Controlled Copy” in black or grey and are NOT controlled.



Emergency Preparedness and Response



- The RDD's emergency procedures can be located in the following areas;
 - In the Landfill Operations Manual (Part B – Standard Operating Procedures (Emergency Procedures)).
 - The Ops Manual is available both electronically on the RDD website and in hardcover format in the Operations, Engineering and Fee Booth trailers and with the EMR at Ridgehaven Court.



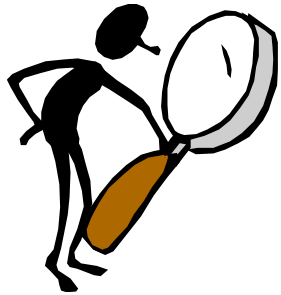
Emergency Preparedness and Response



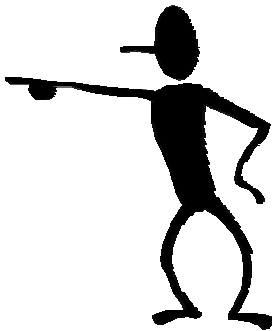
- Quick view SOPs are also posted on the walls in the Operations, LFG/Groundwater, Engineering and Fee Booth trailers.
- Potential RDD emergencies include:
 - Fires; in trash, in loads, subsurface, building,
 - Hazardous waste; spills, response, radioactive
 - Vehicle/aircraft accidents
 - Injuries



Nonconformance and Corrective and Preventive Action



- The Environmental Management Representative (EMR) is responsible for handling the investigation of nonconformance to the RDD's EMS.

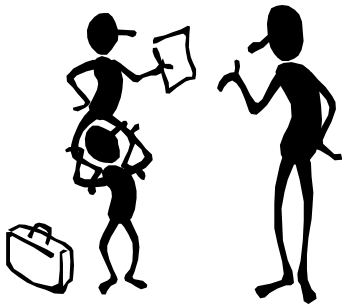


- Section Managers are responsible for taking action to mitigate any impacts and for initiating and completing corrective and preventive action.

Nonconformity and Corrective and Preventive Action



- All employees are responsible for bringing suspected non-conformities to the attention of their supervisor or the EMR.
- Corrective and Preventive Action Request (C/PAR) forms are available in each functional area of the Division. They are located in:
 - Suite 310 at Ridgehaven Court (next to the RDD conference room),
 - The Fee Booth and Operations trailers.
 - Corrective and Preventive Action Request (C/PAR) forms can be given to your supervisor or sent directly to the EMR at MS 1103A.



EMS Audit Purpose



- CHECK IF THERE IS A DOCUMENTED EMS:

"DID YOU SAY WHAT YOU WOULD DO?"

- CHECK IF THE EMS IS IMPLEMENTED:

"DID YOU DO WHAT YOU SAID YOU WOULD DO?"

- OBJECTIVELY AND IMPARTIALLY VERIFY:

"PROVE IT" - "SHOW ME"



Audit Participants

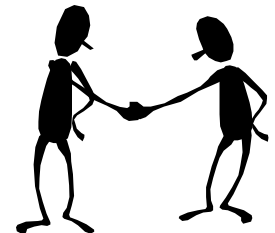
■ Auditee "YOU"



- RDD - The organization being audited, not the individual.
- Employee - The person (representing the division) who is actually audited.

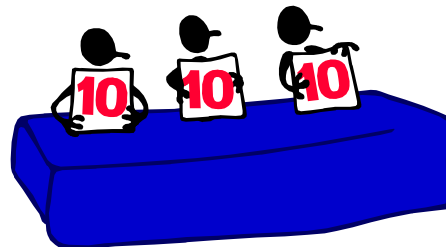
■ Lead Auditor/Auditor

- Lead Auditor: a qualified and trained individual authorized to plan, organize and direct EMS audits of RDD facilities, to report findings and observations and evaluate the adequacy of corrective and preventive actions.
- Auditor: a qualified and trained individual who is authorized to perform specific EMS audit functions under the direction of a Lead EMS Auditor.



Audit Grading

- Observation:
 - suggestion for improvement of the system
 - could result in a future non-conformance
- Minor non-conformance:
 - isolated incident of non-conformance
- Major non-conformance:
 - absence of a mandatory ISO 14001 requirement
 - many minor non-conformances of the same type
 - represents a system breakdown





**ISO 14001
Environmental Management System
Overview**